

Indiana Department of Homeland Security

Grant Justification & Exercise Guidance FY 03, FY 04, FY 05, FY 06.



Executive Summary

The Indiana Department of Homeland Security in efforts to provide the citizens of Indiana with the most economical and sensible approach to the conduct of exercises throughout the state in which funding for those exercises are directly supported by the Indiana Department of Homeland Security, believes that a need for exercise guidance is a common sense approach to ensure that all exercises accomplish certain identified goals. To this end, the development of exercise guidance serves as a means to accomplish these goals while keeping in line with that additional guidance's set forth by the United States Department of Homeland Security, Office of Grants and Training.

Federal Grants for the purpose of exercise training are received by the Indiana Department of Homeland Security. It is the function of the Indiana Department of Homeland Security to ensure that these funds are used specifically for the design, development and conduct of exercises throughout the state. In addition, it is the responsibility of the Indiana Department of Homeland Security to ensure that all jurisdictions receiving exercise funding comply with all federal and state guidance.

The purpose of exercise training is to validate our plans, policies and procedures and the capabilities of the participating entities. In addition, it assists us in identifying additional needs for training of our personnel. Exercise training can provide valuable lessons learned and best practices that will assist us in future planning and training, as well as lessons learned in the design and development of future exercises. The process is the last domino in a chain of events prior to responding to an actual disaster, man made or natural.

The Indiana Department of Homeland Security has adopted the "Homeland Security Exercise and Evaluation Program. This program has been developed in accordance with the United States Department of Homeland Security "HSEEP" process (Homeland Security Exercise and Evaluation Program). The "**HSEEP**" and the exercise manual can be a beneficial tool for the development and conduct of exercises. For further information on HSEEP, please visit: <http://www.hseep.dhs.gov/>



Justification

Paying Employees Overtime and Backfill Costs
Part-Time or Paid-For-Call/Paid-On-Call Employees
Volunteers

For Participation in Approved Homeland Security Exercises

Local response agencies may utilize the State Homeland Security Grant and/or Urban Areas Security Initiative grants issued by the U.S. Office of Domestic Preparedness and passed through to the Indiana Department of Homeland Security, to pay eligible overtime and backfill costs for personnel participating in ODP/Indiana Department of Homeland Security approved exercise activities.

Grant recipients are eligible to use OG&T homeland security grant funds to reimburse the overtime and backfill costs for full-time personnel. ODP has clarified in “ODP Information Bulletin #141” and “ODP Information Bulletin #157” how grant funds may be used to reimburse the overtime and backfill costs for part-time or paid-for-call employees and for volunteer emergency response personnel who participate in approved homeland security exercise activities. Indiana has developed grant guidance by which state and local grant recipients will adhere to in the payment of overtime and backfill costs for part-time paid departments and volunteer emergency response personnel. This applies to FY 03, FY 04, and FY 05 grant programs that permit funding for exercise costs. The guidance will be incorporated into future grants’ guidance as applicable.

In accordance with ODP Information Bulletins #141 and #157, the following justification and guidance to use homeland security funds to pay the overtime and backfill expenses of full-time, part-time paid paid-for-call and volunteer emergency response personnel. ODP has reviewed and approved this Justification and guidance.



Exercise Guidance

The following guidance applies to those jurisdictions or agencies which receive grant funding from the Indiana Department of Homeland Security (IDHS) to conduct Exercises.

1. All exercises designed and conducted with the financial support of the Indiana Department of Homeland Security are subject to the approval of the Executive Director of the Indiana Department of Homeland Security.
2. The use of exercise funding must be in compliance with guidance set forth by the United States Department of Homeland Security and the Indiana Department of Homeland Security.
3. All exercises conducted and funded with ODP 2003, 2005 or 2006 funds ***“MUST”*** be Terrorism based (CBRNE, Cyber) unless otherwise specified by IDHS.
4. A Grant Agreement shall be entered into between the Indiana Department of Homeland Security and an identified Governmental Agent for the development and execution of the exercise(s).
5. The Governmental Agent shall be responsible for the acceptance of and disbursement of all funds related to the design, planning, conduct, after action reporting and improvement planning for the exercises.
6. Direct funding support from the Indiana Department of Homeland Security shall be terminated if the exercise design, planning, conduct, after action or improvement process is not in compliance with the “Homeland Security Exercise and Evaluation Program”(HSEEP).
7. All requests for direct funding support from the Indiana Department of Homeland Security must be followed by an “Exercise Proposal” detailing the planned exercise. This proposal shall include a draft of the exercise plans, goals, and objectives. In addition, the proposal shall include a draft detailed estimated budget for the exercise. Typically, a Concept and Objectives meeting and/or an Initial Planning Conference will help to develop this baseline for the Proposal. ***(If a Grant Agreement is already in place, a proposal for “EACH” exercise planned “Must” still be submitted to the Indiana Department of Homeland Security in order to draw down on funds from within the total amount of the grant agreement).***



8. In some cases, the expenses that a jurisdiction incurs prior to the Grant Agreement being fully executed may also be eligible for reimbursement for a jurisdiction or agency that has submitted a proposal which has been approved by the Indiana Department of Homeland Security (It is recognized that some expenses will be incurred prior to the submission of a proposal. These expenses can be included in the exercise proposal in order to ensure that all qualifying expenses are covered by the request for funding support).
9. All exercise activities must be completed and grant funds exhausted by February 28, 2007 unless otherwise specified. This activity includes all reporting requirements such as After Action Reports and Plans for Improvement.
10. Copies of “ALL” exercise documentation must be supplied to the Exercise Section, Training Division of the Indiana Department of Homeland Security. This includes all minutes of all Planning Meetings, Detailed Exercise Budget, Invoices for Expenditures, Receipts, After Action Reports (AAR), Improvement Plan (IP), Exercise Participant Rosters, Overtime Documentation, Backfill Documentation and any and all other documentation related to or part of the complete exercise process. All these documents and materials shall be submitted upon delivery of the AAR and IP which is within 30 days after the execution of the exercise. (Electronic Format is desired for reporting of “ALL” exercise documentation (MS Word, PDF, Excel). Email to: kwoodall@dhs.in.gov)
11. **Seminar/Workshop Exception:** It is recognized that Seminars and Workshops do not produce After Action Reports. A proposal will still need to be submitted to IDHS and a Grant Agreement must be generated. The deliverables for these exercise activities will include:
 - i) Detailed budget for the conduct of a Seminar or Workshop
 - ii) Agenda(s)
 - iii) Rosters of participant attendance
 - iv) Any and all documents generated during the conduct of a Seminar or Workshop (i.e., SOP's, EOP's)
 - v) Any Power Point presentations
 - vi) All information entered onto the Secure Portal
12. All reporting and documentation shall be delivered to the Exercise Section of the Indiana Department of Homeland Security within 30 days from the execution of the exercise. ***If all documentation is not received within 45 days of exercise execution, The Indiana Department of Homeland Security may withhold any and all funding for the exercise until the documentation is received.***
13. It is strongly recommended that exercise activities include partnerships with local health officials, hospitals, mental health officials and other pertinent entities with roles in response to and recovery from a disaster.



14. Exercises may be Discussion Based to include Seminars, Workshops, Table Tops and Games. Exercises must comply with HSEEP.
15. Exercises may be Operations Based to included Drills, Functional or Full Scale. Exercises must comply with HSEEP.
16. The exercise funding may be used to conduct one large exercise or a series and combination of exercises. The Indiana Department of Homeland Security recommends a building block approach as defined by HSEEP.
17. *All exercises must be scheduled/reported on the USDHS, ODP Secure Exercise Portal, to include all required information as listed on the ODP Secure Exercise Portal. The Secure Portal can be located at: <https://odp.esportals.com/login.cfm>. Note; a user name and password are required. If you are not a member of the secure portal, a request must be made to the Indiana Department of Homeland Security, Exercise Section. kwoodall@dhs.in.gov*
18. **“All” exercise activities must be conducted at the “Indiana Department of Homeland Security “District Level”.**



Exercise Proposal

The following guidance applies to those jurisdictions or agencies which request direct funding support from the Indiana Department of Homeland Security for the purpose of conducting exercise training.

1. The planning team may be required to give a formal presentation on the proposed exercise. This presentation may be presented to the Executive Director of the Indiana Department of Homeland Security and/or other officials within the Indiana Department of Homeland Security.
2. The Exercise Proposal shall be submitted to the Indiana Department of Homeland Security Exercise Training Section for review. It is desired that the proposal be in an electronic format. <mailto:kwoodall@dhs.in.gov>
3. The Exercise Proposal shall include an estimated detailed budget worksheet denoting the expenses incurred in the design and planning of the exercises and the expenses to be incurred for the conduct of the exercise and After Action/Improvement items.
4. A justification for the expenses shall accompany the detailed budget worksheet in order to ensure that the expenses are in compliance with the Indiana Department of Homeland Security exercise funding guidance and the United States Department of Homeland Security exercise funding guidance.
5. The Exercise Proposal shall include points of contact for the requesting jurisdiction or agency.
6. The Exercise Proposal shall demonstrate that the exercise to be conducted was planned and designed in accordance with the HSEEP.
7. The Exercise Proposal shall include the following (For TTX, Games, Drills, FE, and FSE):
 1. Goals
 2. Needs/Capability Assessment
 3. Scope
 4. Statement of Purpose
 5. Objectives
 6. Narrative (Scenario)
 7. Major Events
 8. Draft **“Detailed Estimated Budget”**
 9. Any other pertinent information as requested by IDHS



Exercise Conduct

The process of exercising is well established in operational documents and courses. For exercises to be effective, they must be conducted with a frequency that the jurisdiction can support. The State of Indiana subscribes to the Standard Operating Procedures that you must learn to “crawl before you walk, and walk before you run.” Thus, the types of exercises should progress from Seminars, Workshops, Tabletops, Games, Drills, Functional exercises through Full-scale. This is particularly useful in the arena of terrorism-based exercises because of their uniqueness and potential for increased complexity.

Terrorism or disasters will result in a multi-jurisdictional response. Therefore, it is recommended that the jurisdiction’s Emergency Operations Center be an element in all exercises and activated in functional and full-scale exercises. The phrase ***fully activated*** means the majority of the Emergency Operations Center members are involved and the site’s equipment is ***physically*** used. Players will respond to simulated events in the field or will actively work with Players in the field to manage the scenario. This activation will need to be accomplished during either a functional or full-scale exercise. A tabletop exercise will not fulfill this requirement because tabletop exercises do not physically use equipment during the exercise. For those jurisdictions that have alternative Emergency Operations Centers, they should test or activate the alternative Emergency Operations Centers during an exercise to determine their functionality.



Exercise Types

	Utility/Purpose	Type of Player Action	Duration	Real-Time Play?	Scope
Discussion-Based Exercises	Familiarize players with current plans, policies, agreements, and procedures; develop new plans, policies, agreements, and procedures	Notional; player actions are imaginary or hypothetical	Rarely exceeding 8 hours	No	Varies
Seminar	Provide overview of new or current plans, resources, strategies, concepts or ideas	N/A	2-5 hours	No	Multi- or Single-agency
Workshop	Achieve specific goal or build product (e.g., exercise objectives, SOPs, policies, plans)	N/A	3-8 hours	No	Multi-agency/ Single function
Tabletop Exercise (TTX)	Assist senior officials in the ability to understand and assess plans, policies, procedures, and concepts	Notional	4-8 hours	No	Multi-agency/ Multiple functions
Game	Explore decision-making process and examine consequences of those decisions	Notional	2-5 hours	No (though some simulations provide real- or near-real-time play)	Multi-agency/ Multiple functions
Operations-Based Exercises	Test and validate plans, policies, agreements, and procedures; clarify roles and responsibilities; identify resource gaps	Actual; player action mimics reaction, response, mobilization, and commitment of personnel and resources	May be hours, days, or weeks, depending on purpose, type, and scope of the exercise	Yes	Varies
Drill	Test a single operation or function of an agency	Actual	2-4 hours	Yes	Single agency/ Single function
Functional Exercise (FE)	Test and evaluate capabilities, functions, plans, and staffs of Incident Command, Unified Command, intelligence centers, or other command/operations centers	Command staff actions are actual; movement of other personnel, equipment, or adversaries is simulated	4-8 hours or several days or weeks	Yes	Multiple functional areas/ Multiple functions
Full-Scale Exercise (FSE)	Implement and analyze plans, policies, procedures, and cooperative agreements developed in previous exercises	Actual	One full day or several days or weeks	Yes	Multi-agency/ Multiple functions



Discussion-Based Exercises

Discussion-based exercises are normally used as a starting point in the building-block approach of escalating exercise complexity. Discussion-based exercises include seminars, workshops, tabletop exercises (TTX's), and games. These types of exercises typically highlight existing plans, policies, interagency/interjurisdictional agreements, and procedures. Discussion-based exercises are valuable tools for familiarizing agencies and personnel with current or expected jurisdictional/organizational capabilities. Discussion-based exercises typically focus on strategic, policy-oriented issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track toward meeting exercise objectives.

Seminars

Seminars are informal discussions, unconstrained by real-time portrayal of events and led by a seminar leader. They are generally employed to orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, response resources, and/or concepts and ideas. Seminars provide a good starting point for jurisdictions/organizations that are developing or making major changes to their plans and procedures.

Workshops

After seminars, workshops represent the second tier of exercises in the HSEEP building-block approach. They differ from seminars in two important respects: participant interaction is increased, and the focus is on achieving or building a product (such as a draft plan or policy). Some workshops are employed in conjunction with exercise development to determine objectives, develop scenarios, and define evaluation criteria. A workshop may also be used to produce new standard operating procedures (SOPs), emergency operations plans (EOP's), MAAs, multi-year plans, or improvement plans. To be effective, workshops must be highly focused on a specific issue, and the desired outcome or goal must be clearly defined. ***A district Training & Exercise Planning Workshop can also be funded with exercise grant funds.***

Tabletop Exercises

Tabletop Exercises (TTX's) involve key personnel discussing simulated scenarios in an informal setting. This type of exercise can be used to assess plans, policies, and procedures or to assess the systems needed to guide the prevention of, response to, and recovery from a defined incident. TTX's typically are aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and achieving changes in attitude. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving, rather than the rapid, spontaneous decision making that occurs under actual or simulated emergency conditions. The effectiveness of a TTX is derived from the energetic involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.

TTX methods are divided into two categories: basic and advanced. In a basic TTX, the scene set by the scenario materials remains constant. It describes an event or emergency incident (i.e., scenario) and brings discussion participants up to the simulated present



time. Players apply their knowledge and skills to a list of problems presented by the leader/moderator; problems are discussed as a group; and resolution is generally agreed on and summarized by the leader.

In an advanced TTX, play revolves around delivery of pre-scripted messages to players that alter the original scenario. The exercise controller (or moderator) usually introduces problems one at a time in the form of a written message, simulated telephone call, videotape, or other means. Participants discuss the issues raised by the simulated problem, applying appropriate plans and procedures.

TTX's are effective for evaluating group problem solving, personnel contingencies, group message interpretation, information sharing, interagency coordination, and achievement of specific objectives, among other issues.

Games

A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or assumed real-life situation. A game does not require use of actual resources, and the sequence of events affects, and is in turn affected by, decisions made by players. The goal of a game is to explore decision-making processes and the consequences of those decisions.

With the evolving complexity and sophistication of current simulations, opportunities to provide enhanced realism for game participants have increased. Computer-generated scenarios and simulations can provide a more realistic and time-sensitive method of introducing situations for analysis. Planner decisions can be input into realistic models to show the effects of decisions made during a game. Internet-based, multi-player games offer many additional benefits, such as saving money by reducing travel and travel time, offering more frequent training opportunities, and taking less time away from primary functions. They also provide a collaborative environment that reflects realistic occurrences.

Operations-Based Exercises

Operations-based exercises represent the next level of the exercise cycle. They are used to validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. Operations-based exercises include drills, functional exercises (FE's), and full-scale exercises (FSE's). They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance. Operations-based exercises are characterized by actual reaction to simulated intelligence; response to emergency conditions; mobilization of apparatus, resources, and/or networks; and commitment of personnel, usually over an extended period of time.

Drills

A drill is a coordinated, supervised activity usually employed to test a single, specific operation or function in a single agency or organizational entity. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills.



Functional Exercises

The functional exercise (FE), also known as a command post exercise (CPX), is designed to test and evaluate individual capabilities, multiple functions, activities within a function, or interdependent groups of functions. Events are projected through an exercise scenario with event updates that drive activity at the management level. An FE simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful environment.

Response and recovery-focused FE's are generally focused on exercising the plans, policies, procedures, and staffs of the direction and control nodes of Incident Command and Unified Command. Movement of personnel and equipment is simulated.

Prevention-focused FE's are usually focused on exercising the plans, policies, procedures, agreements, networks, and staffs of fusion centers or law enforcement agencies with counterterrorism missions. Adversary actions are largely simulated and delivered in the form of shared intelligence; however, some of these actions may be carried out by simulated adversaries, or Red Teams, in a separate but coordinated category of exercise play. See HSEEP Volume V: Terrorism Prevention Exercises for more information.

Full-Scale Exercise

The FSE is the most complex type of exercise. FSE's are multi-agency, multi-jurisdictional, multi-organizational exercises that test many facets of preparedness. They focus on implementing and analyzing the plans, policies, procedures, and cooperative agreements developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. In FSE's, the reality of operations in multiple functional areas presents complex and realistic problems that require critical thinking, rapid problem-solving, and effective responses by trained personnel. During FSE's, events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. FSE's are conducted in a real-time, stressful environment that closely mirrors real events. The level of support needed to conduct an FSE is greater than that needed during other types of exercises.

Response-focused FSE's include many first responders operating under the principles of the National Incident Management System (NIMS) to effectively and efficiently respond to an incident. First responders and resources are mobilized and deployed to the scene where they conduct their actions as if a real incident had occurred (with minor exceptions).



Exercise Expenditures

Exercise Grant Funding can be used for the following types of expenditures:

- 1) All **planning** functions related to the planning, design, development, conduct and after action/improvement planning related to the exercise. The Concept and Objective Meeting, Initial Planning Conference, Middle Planning Conference, Final Planning Conference, After Action Conference, and the MSEL Conference are considered planning events.
 - a) This may include mileage expenses incurred during travel to and from planning meetings by planning team members.
 - (1) The rate shall be based on the rate paid by the State of Indiana (\$.40/mile).
 - (2) All mileage reimbursement shall be documented by the **planning team** and included in the draft detailed estimated budget and the final detailed budget.
 - b) All materials needed for the planning process, (i.e., paper, writing utensils, copy fees, manuals).
 - c) All materials needed for the conduct of the exercise which is considered consumable items (i.e., I.D. Badges, signs, rental items needed for the conduct of the exercise, exercise enhancements, fuel for response vehicles, generators and restocking of items used or consumed during exercise play, light refreshments, working lunches, and meals for large exercises over 4 hours in duration). **Many of these items are based on the type and scope of the planned exercise and will be evaluated on an individual basis by the Indiana Department of Homeland Security.**
- 2) **Consultants/Contractors** may be hired to assist in the development, design, and conduct of the exercise based on input from the planning team.
 - a) The Sub grantee shall be responsible for any agreements or contracts for the procurement of contractors/consultants to assist in the development/design of the exercise.
 - b) The contractor/consultant expenses shall be part of the detailed estimated budget and the final detailed exercise budget.
- 3) **Overtime** expenses incurred by participating agencies with personnel involved in exercise activities over and above their normal scheduled work hours for the work week.
 - a) This may include part time or half time employee's who work over and above their normal scheduled work hours or work week.
 - b) An overtime reimbursement document must be completed by each agency requesting overtime reimbursement for participation in exercise activities.
 - c) The overtime reimbursement document shall list each individual requesting overtime reimbursement, hours of participation and rate of pay based on the submitting agencies policies concerning overtime.
 - d) Fringe benefits are not an allowable expense.



- e) ***An agency overtime policy must accompany the reimbursement request.***
 - f) The overtime submission shall be signed and submitted by the Chief Executive Officer of the submitting agency.
- 4) ***Backfill*** (Also called overtime as backfill) incurred by personnel who are working over and above their normal schedule work hours, or work week, in order to perform the duties of those temporarily assigned to participate in approved exercise activities outside their core responsibilities.
- a) This may include part time or half time employee's who work over and above their normal scheduled work hours or work week.
 - b) A backfill reimbursement document must be completed by each agency requesting backfill reimbursement for participation in exercise activities.
 - c) The backfill reimbursement document shall list each individual requesting backfill reimbursement, hours of participation and rate of pay based on the submitting agencies policies concerning overtime/backfill.
 - d) Fringe benefits are not allowable.
 - e) The backfill submission shall be signed and submitted by the Chief Executive Officer of the submitting agency.
- 5) ***Paid-For-Call/Paid-On-Call personnel.*** If a department relies upon paid-for-call/paid-on-call or paid-by-call personnel, and opts to include them in the approved homeland security exercise, grantees can use grant funds to pay for their participation in accordance with their departments established payroll policy, to include both hourly and flat rate costs.
- a) Grant funds may only compensate and must not supplant existing department/agency/organizational budgets for participation in approved homeland security exercises.
 - b) Fringe benefits are not allowable.
 - c) The reimbursement submission shall be signed and submitted by the Chief Executive Officer of the submitting agency.
- 6) ***Volunteers Justification:*** In Indiana, the first response community is comprised of many volunteer organizations. Nearly 80% of Indiana's fire departments are volunteers. These departments must prepare for and be ready to respond to a threat of or actual terrorist or natural disaster event just as the paid departments do. Volunteers also comprise a majority of the mutual aid resources for many of Indiana's various urban areas. Volunteers also represent a significant number of members within Indiana's 10 Homeland Security Districts. The role of the volunteer can not be underestimated in Indiana; they are a vital link within Indiana's Response System.

To properly prepare for the threat of or actual terrorist event or natural disaster, the training and exercise workload has dramatically increased for volunteers. In addition to maintaining their basic response capabilities, they must now include the new and changing requirements of Homeland Security. The volunteers' basic training and exercise participation has typically been accomplished on a weekend or weeknight.



But, with the increased demands of preparedness for homeland security, the volunteer must now take additional time off from their regular jobs in order to complete training and/or participation in exercises. With limited or no vacation time for volunteers, this means they are losing money to effectively participate and stay prepared.

While the spirit of volunteerism is not diminished, individuals are now absorbing the burdens and cost of preparedness with no compensation. The volunteer with their full-time employer's support is willing to accept the burden to respond to an actual incident, but to give up more time and lose money to participate in new Homeland Security training or exercise events is more than most are willing to do. Volunteer participation is also devalued because they see full-time responders receiving overtime pay to complete the same training and exercise activities. To simply state that an individual volunteers for their normal duties, and to assume they should volunteer for all duties, is a mindset that is non-productive and cripples Indiana's capabilities to prevent, protect, respond, and recover from a terrorist event or natural disaster. It is our responsibility to ensure that we not ask too much of our volunteers.

To maintain volunteer participation and to minimize the individual financial impact, Indiana must use the available Homeland Security funding. This ability will greatly entice volunteers to attend and complete the increasing number of Homeland Security training and exercise events. If a volunteer does not participate in these events, Indiana's responders will not be as effective in protecting, preventing, responding, and recovering from a disaster.

- 7) ***Volunteer Personnel*** are those who are completely unpaid by their respective emergency response organization. Homeland security grant funds may be used to compensate a volunteer who was required to take leave without pay from a full or part-time paid job in order to participate in the approved homeland security exercise activity. Funds may also be used to pay volunteers who have no full/part-time employment or who are self employed.
 - a) *Reference Material: FEMA Recovery Division Policy 9525.2, and 44 CFR 13.24*
 - i) *Valuation of donated services—(1) Volunteer services. Unpaid services provided to a grantee or sub grantee by individuals will be valued at rates consistent with those ordinarily paid for similar work in the grantee's or sub grantee's organization. If the grantee or sub grantee does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount for fringe benefits may be included in the valuation.*
 - b) **IDHS Guidance:** The volunteer will be reimbursed a rate of pay commensurate with the rate of pay provided to a full/part-time response individual within the same functional area or discipline as the volunteer, and at a similar rank/grade and time of service.
 - i) The rate of pay is based on an hourly rate, and will be pre-determined and agreed upon by the volunteer, their respective emergency response



- organization, the exercise planning team, and the Indiana Department of Homeland Security.
- ii) The maximum to be paid to any one individual will also be determined by the same parties as previously noted.
 - iii) Fringe benefits are not an allowable expense.
 - iv) The reimbursement submission shall be signed and submitted by the Chief Executive Officer of the submitting agency.
 - c) In “**NO**” case will a volunteer receive dual funding from his/her full/part-time paid position and homeland security grant funds for participation in the same approved homeland security exercise
- 8) **Actors** are citizens who simulate specific roles, such as disaster victims to add realism to a full scale exercise. The Indiana Department of Homeland Security encourages the use of “**volunteer**” actors during the conduct of exercises. In the event the exercise design team determines a need to compensate actors exist, this need must be justified to the Indiana Department of Homeland Security during the proposal process. If the justification is approved by the Indiana Department of Homeland Security, the following reimbursement rule applies to all individuals who will serve as paid actors during the exercise.
- a) Actors shall be reimbursed at the current state minimum wage
 - i) \$5.15 per hour
 - ii) The number of actors for any given exercise is subject to the approval of the Indiana Department of Homeland Security.
- 9) **Equipment purchase** is “**NOT**” allowed (i.e., radios, vehicles, furniture, computers).

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Exercise Reimbursement

The following guidance applies to those jurisdictions or agencies which request direct funding support from the Indiana Department of Homeland Security for the purpose of conducting exercise training.

Funding for approved exercises shall be disbursed upon:

- 1. A fully executed Grant Agreement is in place between the Indiana Department of Homeland Security and the jurisdiction responsible for coordinating the exercise. Although it is possible that it will be unavoidable that some minimal amount of exercise-related expenditures may occur before the Grant Agreement is fully executed, most, if not all, of the exercise-related expenditures should not be incurred until the Grant Agreement is fully executed. Until a Grant Agreement is fully executed, a jurisdiction does not have any assurance that they will be reimbursed for any of their expenditures. (After the jurisdiction signs the Grant Agreement, obtaining a fully executed Grant Agreement can take 45-60 days. Incorporate this time frame into the planning and execution of the exercise.**
- 2. Completion of the exercise and the submission of an After Action Report and Improvement Plan to the Indiana Department of Homeland Security Exercise Training Section.**
- 3. The submitting jurisdiction or agency shall compile a Final Detailed Budget with the submission of invoices/receipts for the planning, design and conduct of the exercise. Invoices for “ALL” expenses to include Overtime/Backfill and reimbursement for Volunteers and other cost associated with the exercise.**
- 4. All required information as defined by the Secure Exercise Portal has been uploaded to the Secure Exercise Portal of the United States Department of Homeland Security, Office of Grants and Training.**
- 5. All exercise activities have met the expectations of HSEEP and the Indiana Department of Homeland Security.**

The Indiana Department of Homeland Security shall release funds to the requesting agency or jurisdiction for the amount requested for reimbursement upon completion and approval of all defined requirements and to the satisfaction of the Indiana Department of Homeland Security. It shall be the responsibility of the requesting agency or jurisdiction Governmental Agent to ensure that all parties eligible for reimbursement receive payment.

The reimbursement shall not exceed the amount of the signed Grant Agreement.



This Grant Guidance supersedes all previous exercise guidance issued by the Indiana Department of Homeland Security. It has been approved by the Executive Director of the Indiana Department of Homeland Security and the United States Department of Homeland Security, Office of Grants and Training.

**J. Eric Dietz, Executive Director
Indiana Department of Homeland Security**

**Joe Wainscott, Training Division Director
Indiana Department of Homeland Security**

**Ken Woodall, Exercise Training Section Chief
Indiana Department of Homeland Security**

Date: _____

